

Annette Wisk Jacobi  
Unclassified Position Description Questionnaire

5. Subordinate Positions

Number of Employees Supervised	Job titles and names of Employees Supervised	PIN
3	Children First Director, Mildred Ramsey	34002888
0	Strengthening Families, Project Coordinator, Grace Kelley	34001083
1	Office of Child Abuse Prevention, Program Consultant, Susan Gibson	34001865
1	Office of Child Abuse Prevention, Programs Manager, Chris Fiesel	34002612
2	Child Abuse Training and Coordination Program, Program Coordinator; Patricia Damron	34002944
0	Community-Based Child Abuse Prevention Grant Coordinator, Sherie Trice	34001386

10. Key Contacts

Internal/Within the Organization

Contact	Frequency	Purpose
Information Technology	As needed basis	Solves problems with current Databases, develop new databases, implement new technology to collect data
Human Resources	As needed basis	Hire new staff, orient new staff
Legal Division	As needed basis	Resolve legal issues related to program activities, purchases, reporting child abuse, etc.
Audit Division	As needed basis	Resolve issues related to invoice validation of contractors

External/Outside the Organization

<u>Contact</u>	<u>Frequency</u>	<u>Purpose</u>
Child Death Review Board	Monthly	Review child deaths and determine system failures
Home Visitation Leadership Advisory Coalition	Six times a year	Share information and resolve common problems
Oklahoma Injury Prevention Advisory Task Force	Four times a year	Share information, advocate for collective needs and resolve common problems
Child Abuse Prevention Action Committee	Ten times a year	Organize child abuse prevention month activities as well as promote year-long efforts
Oklahoma Institute for Child Advocacy – Advocacy Committee	Weekly by phone during Legislative session and Monthly in person	Monitor legislation that would impact children; provide information and input